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LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 7 MARCH 1984

I. Progress Report on Tasks Assigned by the DCI/DDCI:


No items this reporting period.

II. Items/Events of Major Interest:

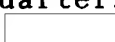
a. Operation and Maintenance of CIA Headquarters

Building: A Memorandum of Understanding was signed by GSA whereby CIA will take over the maintenance and operation of the Headquarters Building by January 1985. As a first step in the process, Allied Eastern States Maintenance Corporation (Allied) started to assume from GSA some responsibility for routine maintenance beginning the weekend of 3-4 March 1984. Allied personnel will police all lavatory and public areas during the daytime and will perform major floor maintenance tasks in corridors and public areas as well as thoroughly cleaning and servicing all lavatories in the evening. Working up to 1,000 hours of overtime on weekends, Allied personnel will upgrade the appearance of floors in corridors and public areas to an acceptable level. By July 1984, a contractor will be identified by CIA to begin taking over these responsibilities, with full responsibility being assumed by January 1985. Until October 1984, contractors will be brought in to handle custodial requirements, repairs, and operations. 

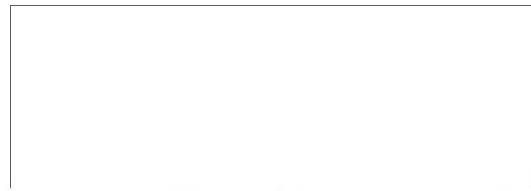
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b. New Office of Logistics Division: The Logistics Services Division has been assisting in planning the composition of a new organization, the Headquarters Operations, Maintenance, and Engineering Division, OL, which is being created in the Agency to serve as a single focal point for all maintenance, operations, and custodial services at Headquarters Building. Details are still being worked out, an Employee Bulletin giving preliminary information has been prepared, and a Headquarters Notice will be forthcoming when the final structure and staffing of the new division have been finalized. 

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c. Headquarters Exhibit Corridor: The annual exhibit of photographs taken by Agency employees is on display in the 1D Exhibit Corridor at Headquarters Building and will continue for the month of March 1984. 

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d. Main Corridor Wall Art: ~~All Melzac-loaned art work and all portraits of former DCIs have now been rehung, but the arrangements in the C and F Corridors were exchanged so that~~ DCI portraits are now located in the C Corridor where temperature and humidity fluctuations are not as severe as in the F Corridor. The photographic copy of the Helms portrait is among the items on display. The original Helms oil painting is being evaluated by a conservator for minor restoration.

f. Transportation: Special limousine services were provided to the Latin America Division, DO, from 29 February through 2 March 1984.

g. Construction Drawings: Construction drawings for minor renovations to Room 7F18, Headquarters Building, for the Office of Current Production and Analytic Support, DI, were completed and issued to the Space Maintenance and Facilities Branch, OL/LSD, on 2 March 1984.

h. Security Trailer, West Lot Entrance: On 1 March 1984 a meeting was held between ADS, Headquarters Engineering Branch (HEB), OL/RECD, and the New Building Project Office to resolve problems in the design of the Security Trailer, West Lot Entrance. Architectural drawings were completed and returned to HEB the day after the meeting.

i. Building Backfill: Electricians have completed the rebalancing of the rate-of-rise in Room 7D00 for the DCI and will complete the installation of critical power this week. Carpenters will reinstall ceiling tiles this week and painting will then be scheduled.

The Carpenter Shop started work in the 7D Corridor, for the Comptroller, DCI, on 2 March 1984 and replaced a sheetrock wall separating Rooms 7C18 and 7C24 with a metal wall for the purpose of vault treatment. The Electric Shop worked over the weekend and drilled a large portion of the telephone and electrical outlets.

The first revision of drawings for Room 3E29, for the Offices of Personnel and Security, DA, and the LA Division, DO have been sent to the contractor.

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j. Renovations at Headquarters Building: Carpenters are finishing the trim work around the stage area in Rooms GA09/13 for the Office of Security, DA. Ceiling panels containing the light fixtures have been installed and connected to a temporary switch until dimmers are installed.

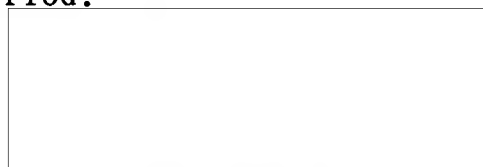
With regard to the construction of a new vestibule for Room GC03 for the Office of Data Processing, DA, white coating of the new wall is in process, and the new "B" label double doors with hardware have been installed. The existing Mosler door will be removed when the alarm contacts have been relocated.

25X1 Minor alterations in Rooms 5D49, Office of Global Issues, DI, have been completed.

25X1 Representatives of ADS and the Administrative Office, Office of Legislative Liaison (OLL), met to discuss plans for the latter's move to Room 7B24 and the OLL staff move to Room 7B18. Plans are currently being revised.

III. Significant Items Anticipated During the Coming Week:

25X1 No items this reporting period.



Chief
Logistics Services Division

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